

Mid-Columbia Children's Council, Inc.

Board Meeting Minutes

Location: Zoom Video Conferencing

April 4, 2023

Board Members: Elke Geiger Maria Diaz
Kim Granville Taylor Cheryl Park
Shannon O'Brien Shawna Pruitt (Policy Council Chair)

Absent Tad Connors Daniel Blevins
Barb Young

Staff & Guests: Freddy Gonzalez Collice Martens
Heather Odden Dawn Tegge
Julia Ramirez Kerry Osbourn
Ronda Hull

Minutes by: Noelle Hanson

I. Call to Order

Discussion: Elke called zoom meeting to order at 5:30 p.m., quorum established.

II. Approval of Agenda

Discussion: Reviewed April 4, 2023, Agenda

Action: Shawna moved to approve the agenda as presented. Cheryl seconded.
Motion approved unanimously.

III. 2023 03.07 March Board Meeting Minutes

Discussion: Reviewed March Board Meeting Minutes with edit correcting meeting date.

Action: Kim moved to approve the 2023 03.07 March Board Meeting Minutes. Cheryl seconded.
Motion approved unanimously.

IV. Guest Speaker: n/a

Discussion

**V. Old Business
Board By-Laws**

Discussion:

- Reviewing of By-Laws by Board should occur every 3 years – update section in by-laws.
- Elected position being two or 3 years – feel 3 years is when gain understanding of the MCCC.
- Discussed vote to board being simple majority rather than majority.
- Resignation of Directors should be written to the co-chair

Action: n/a

VI.	New Business a. Financials
Discussion:	Financials - December & January - Finance committee meeting reviewed up till January and close to closing out November. Audit scheduled for Mid-May.
Action:	n/a
VI.	New Business a. Credit Card Report
Discussion:	Need to have all finance committee documents presented as one document
Action:	n/a
VI.	New Business a. March Personnel Report
Discussion:	Will be updated next month with the CAP position changes
Action:	n/a
IV.	New Business a. Leadership Committee - Search
Discussion:	<p>Search – using recruiter for HR Director position. Did pre-screening zoom interviews and from the three pre-screening interviews, scheduled two in person at the main office.</p> <p>Cheryl and Freddy agree with viable candidates. Will reach out to one of the interviewed candidates tomorrow to see what type of salary they are looking for. Freddy spoke with MCCC attorney to see how much he could inform the candidate of the type of situation we are in and what is appropriate to speak of regarding previous leadership. Both candidates received the approved information, we are completely transparent, and they are aware.</p> <p>Neither had previous HS experience but both had non-profit experience.</p> <p>Barb is working with a recruiter on getting the Finance Director job description written and finding a candidate.</p> <p>The Executive Director is on hold till we hire the HR Director and will work with a recruiter.</p>
VI.	Discussion Items b. Board Meeting Structure
Discussion:	<p>Elke (Board Chair) wanted to talk about meeting in person quarterly and via zoom or hybrid the other time. Maria, Shannon, and Cheryl are in agreement with quarterly in-person meetings.</p> <p>What is feeling of meeting in person for April's Board meeting – in person</p>
VI.	Discussion Items MCCC Clothing Order
Discussion:	Noelle will have information to present board, if there are set up fees, and if they would approve covering the expense, as they have in the past. The remainder of the expense is personal responsibility.

Action: Noelle will present information to the board once information is collected.

VII. Directors Report

Discussion: The Director's Report was reviewed.

1. CAP: Job fairs are being looked into, working with local and PDX colleges, and need to implement a system of applicant tracking.
2. HS/EHS: MCCC will need Policy council and board approval to convert toddler slots to infant/toddler slots. This request may take up to 90 days to be approved or denied and will need to be submitted in May to have response received to implement.
3. COLA: Director will have revised salary schedule and budget. Voting for this will be via email later this month.
4. ECEAP: 18% increase in funding. This will make it so we will not need to pull from operating budget and will match Cost of Living Increase (COLA) and Quality Improvement (QI) dollars. We will not be applying to increase our current slots while we are under the CAP.

X. Informational Items
a. Correspondence

Discussion: n/a

IX. Community Questions / Open Agenda

Discussion:

- The Annual Cultural Camp by The Next Door during the summertime is available, for native children.
- Shared pictures Petersburg Education Service District (ESD) children who were in attendance. We are partnering and sharing the school with them.
- Shared pictures of Wishram children in attendance.

X. EXECUTIVE SESSION - ORS 100.420(2(b)(i))

Discussion: Board members only

Action: Board came out of Executive Session at 7:11 pm.

X. Adjourn Meeting

Action: Cheryl moved to adjourn the meeting. Kim seconded the motion.
Meeting adjourned at 7:12 pm.

Next meeting: May 2, 2023